

**VILLAGE OF SUGAR GROVE
POSITION DESCRIPTION**

Position Title: Director of Finance
Department: Finance
Reporting Structure: Reports to the Village Administrator
FLSA Status: Exempt

GENERAL PURPOSE

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in directing and supervising the activities of the Finance Department and assisting long range strategic planning for the Village. The Director of Finance also serves as the Village Treasurer.

SUPERVISION RECEIVED

Under the general guidance and direction of the Village Administrator.

SUPERVISION EXERCISED

Supervises, directs and evaluates all staff within the Finance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related essential and additional functions as assigned. Job functions are not necessarily listed in priority order.

- Responsible for planning, organizing, and directing all operations of the Department of Finance including budgeting; auditing; accounting; payroll; AR/AP; utility billing; Human Resources functions; employee benefit administration; cash management; debt administration; investment of all Village Funds; risk management; and other fiscal activities to achieve goals within available resources.
- Serves as Village Treasurer, prepares Treasurer's Report and shall perform such duties as are prescribed by statute and Village ordinances and pay out money only on vouchers or orders properly signed and approved.
- Performs cost control activities; monitors revenues and expenditures within assigned areas to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Considerable emphasis and responsibility shall be directed at policy formulation and financial analysis of Village operations as well as the development of effective procedures and procedural improvements in the fiscal system of the Village.
- Administers the Village's accounting systems in accordance with proper municipal accounting procedures, including preparation for the annual audit.
- Assists Village Administrator and Department Heads in budget preparation; develops revenue

estimates; and, after approval of the budget, prepares monthly financial statements and assists in solutions to any budgetary problems.

- Direct the preparation of revenue, expenditure and other reports and statements on the financial situation of the Village
- Prepares and administers departmental operating budget; develops long-range plans for facilities and infrastructure improvements; coordinates and administers capital improvement programs.
- Prepares Estimated Levy and Abatement Ordinances.
- Assists the Village Administrator in long-term strategic and financial planning. Prepares fiscal studies, income and expenditure estimates, cost/benefit analyses and financial reporting as required by the Village Administrator or required by law.
- Develops cost information and applies cost analysis to various proposed capital improvements, major Village projects and utility rate considerations.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Provides professional advice to supervisors; makes presentations to supervisors, boards, committees, civic groups and the general public.
- Attends Village Board Meetings and meetings of state and regional agencies, when necessary; receives citizens complaints and requests; responds to requests for information and assistance from citizens and outside agencies and organizations.
- Prepares items for Village Board and Administrator's consideration, i.e., Board Reports and Staff Reports.
- Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.
- Represents the Village at various conferences, seminars and meetings.
- Performs special projects at the direction of the Village Administrator.

QUALIFICATIONS

Education and Experience:

1. A Bachelor's degree in Finance, Accounting, or closely related field (Master's degree preferred).
2. Five (5) – eight (8) years of progressively responsible public finance experience, with a minimum of three (3) years management capacity; or
3. CPA, CGFM or CGFO Certification are desirable
4. Demonstrated success in municipal finance in small government environment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- A) Municipal Finance
- B) Human Resource Management
- C) Computer Accounting Systems and Software
- D) Special Knowledge, Skills and Abilities: Considerable knowledge of the principles and practices of governmental accounting and fiscal procedures; knowledge of the principles of budgeting and purchasing and of the laws and regulations relevant to municipal accounting and fiscal operations. Ability to plan, organize and direct financial programs. Knowledge of modern supervisory, management, and disciplinary practices and procedures. Ability to work a flexible schedule attending evening and weekend meetings when appropriate

Ability to:

- A) Display strong leadership and interpersonal skills; demonstrate oral and written communication skills.
- B) Establish effective working relationships with the Village Board, Boards & Commissions, Employees, Internal and External Customers and Management.
- C) Recruit, Supervise, Train and Evaluate Department Staff.

SPECIAL REQUIREMENTS

- A) Valid Illinois State Driver's License, or ability to obtain one, without record of suspension or revocation in any state.
- B) Ability to pass pre-employment physical, drug test, background check and credit check.
- C) Be able to qualify for any fidelity or other bonds required for employment as Finance Director and Treasurer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, machines, or controls; reach with hands and arms. The employee is occasionally required to stand or walk, climb, balance, stoop, kneel, and crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to normal office conditions. The noise level in the office environment is usually moderate.